

Mobile Food Service Unit Application Process



Food Truck Public Participation Plan



MFSU Participation Plan			
Community Meeting Location	Date	Time	#Participants
Creative Coast -(Historic District)	September 9, 2015	2:00pm	67
Creative Coast- (Historic District)	September 9, 2015	6:00pm	
Crusader Community Center (Southside)	September 10, 2015	3:30pm	11
Crusader Community Center (Southside)	September 10, 2015	6:00pm	
Moses Jackson Advancement Center (Westside)	September 15, 2015	2:00pm	15
Moses Jackson Advancement Center (Westside)	September 15, 2015	6:00pm	
Aldergate United Methodist Church (Eastside)	September 16, 2015	2:00pm	20
Aldergate United Methodist Church (Eastside)	September 16, 2015	6:00pm	
Jacob G. Smith Elementary School (Midtown)	September 23, 2015	5:30pm	2
Total Public Participants			115

Public Input: Survey Data

- September 2015 – Conducted an online survey
- Total of 663 responses
- Survey Results: “Are you in favor of food trucks in Savannah?”
 - Yes- 96%
 - No- 4%

“I think having food trucks is good for the city. It increases foot traffic, provides healthier and more affordable food alternatives, introduces other cultures, and stimulates the local economy.”



“This would be a great addition to our city. Savannah is a great food location for our guests, and food trucks can offer very unique possibilities”

Proposed Mobile Food Service Unit Ordinance



Ordinance Proposal Goals



- Serve and protect the health, safety and welfare of the general public.
- Establish a uniform set of rules and regulations which are fair and equitable.
- Provide economic development opportunities for small entrepreneurs.
- Encourage a variety of food options for sale.
- Promote stable vendors who will enrich the city's ambiance and be assets to the public.
- Ensure that operators vending on private property have the permission of the property owner prior to providing goods and services to the community.
- Ensure that operators vending on private property do not impede on public vending spaces.



Ordinance: Permit and Licensing



Section 6-2703

- Mobile Food Service Units must obtain the following permits, licenses, and approval in order to legally operate:
 1. City of Savannah Location Approval
 2. Georgia Department of Community Health Permits and Chatham County Public Health Department Permits
 3. City of Savannah Business Tax Certificate



Ordinance: Operational Requirements- Highlights



Section 6-2705

- Vendors shall not conduct business within the public right-of-way, with the exception of City-permitted events, City-coordinated special events or specially designated public locations.
- Vendors shall not operate on private property without the written consent of the property owner.
- No operator or employee of a food truck/pushcart may, at any time, utilize amplified sound devices. Food trucks/push carts shall comply with the City's Noise Control Ordinance.
- Vendors shall comply with the City's grease interceptor standards, set forth in the Sewage Collection and Disposal Ordinance.
- Food trucks must provide a minimum of 9ft of unobstructed pedestrian space measured from the main service window; push carts must provide a minimum of 6ft of unobstructed pedestrian space measured from the main service area.

Ordinance: Operational Requirements-Highlights



Section 6-2705

- Vendors may not conduct business within 200 ft., as measured in the most equitable and common sense manner, of any fixed food service establishment.
- Vendors may not have outdoor seating within 400 ft. of any fixed food service establishment.
- Vendors must comply with toilet requirements (for employees) of Georgia Department of Public Health Food Service Rule 511-6-1-.06(2)(h) “Toilets shall be located on or within 200 feet of the premises. Off-premises toilets must be approved by the Health Authority.”
- Each mobile food service unit shall provide a suitably-sized receptacle for litter, which shall be located within 10 feet of the service window of the unit. It shall be maintained and regularly emptied. All waste generated by the mobile food service unit’s operation, including that associated with its customers and staff, must be disposed of at the owner’s base of operation.
- The area within which a mobile food service unit operates shall, at all times, be kept clean and free from litter, garbage, rubble, and debris. For purposes of this Section, a mobile food service unit shall be responsible for maintaining in a safe and hygienic manner, the premises on which it is situated.

Application Process

1. Applicant initiates Mobile Food Service Unit (MFSU) Location Approval Application with Zoning Division

- Application Fee: \$150.00
- Proposed route
- Property lease agreements
- Photograph of Mobile Food Service Unit
- Grease Management Plan

2. Applicant submits documentation to Chatham County Public Health Department for inspection

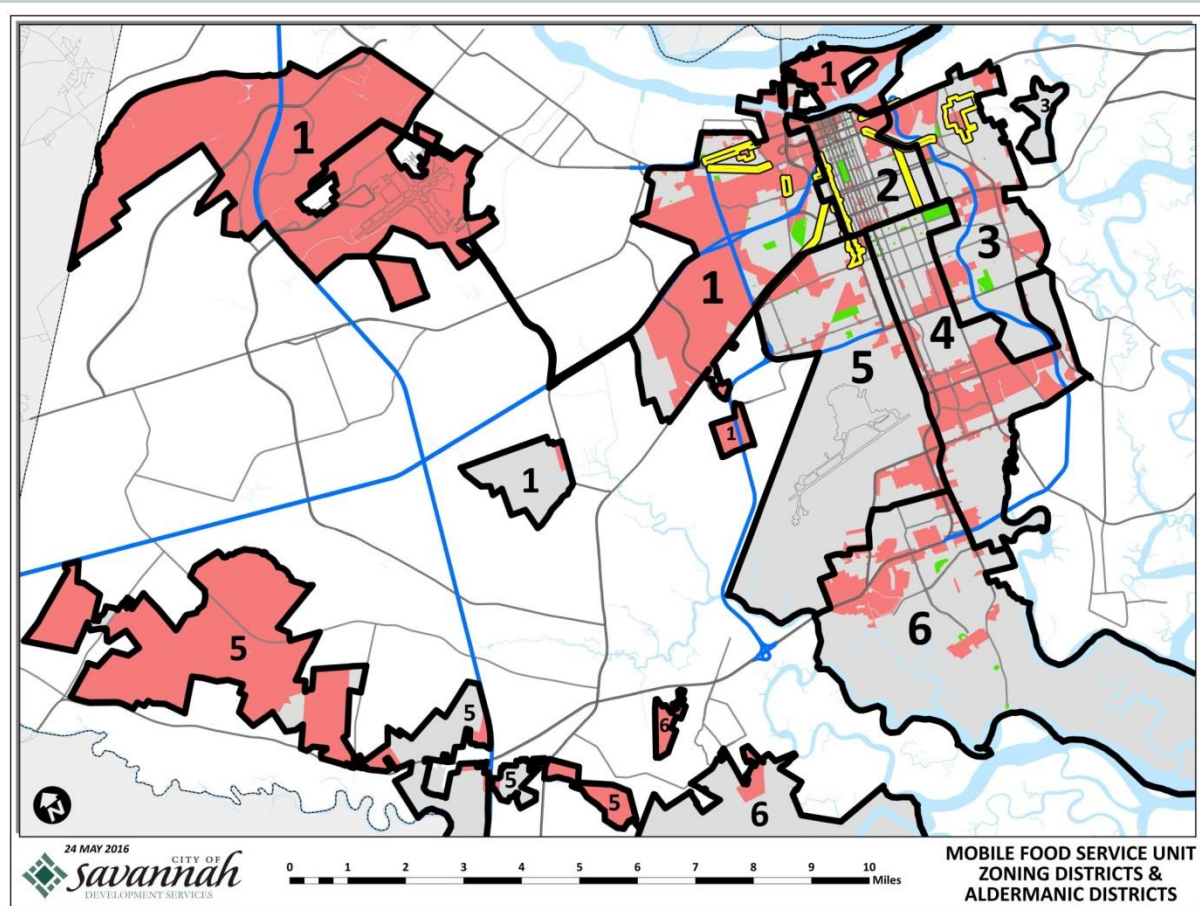
- Mobile Food Service Unit plans and specifications
- Proposed menu
- Base of Operation
- Proposed route

3. Applicant files for City of Savannah Business Tax Certificate

- **Permits must be applied for annually**
- **Permit fees are non-refundable and will not be prorated**
- **A permit is required for each mobile food service unit**

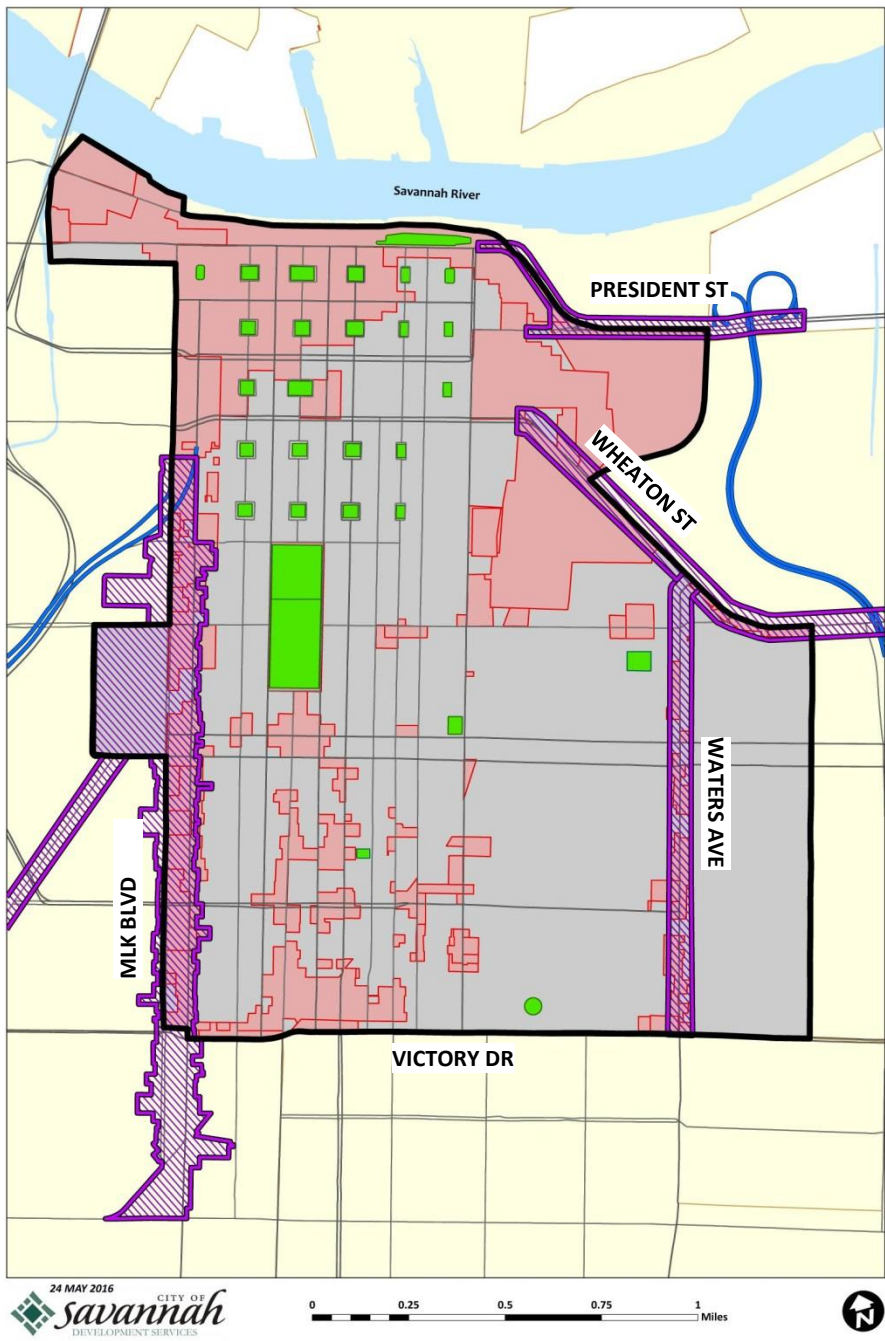


Application Process: Zoning



- May locate in any office, commercial, and industrial zoning district if conditions are met.
- May not conduct business within 200 feet of any restaurant.
- May not have seating within 400 feet of any restaurant.
- The Georgia Department of Public Health requires toilet rooms to be conveniently located and accessible to employees during operation.
- May locate in institutional zoning districts such as schools or churches on a temporary basis (14 days within a 6 month period).

MOBILE FOOD SERVICE UNIT ZONING DISTRICTS ALDERMANIC DISTRICT #2



FOOD TRUCKS ALLOWED

	PERMITTED ZONING DISTRICTS
	PARKS & COMMUNITY CENTERS
	CITY IMPROVEMENT CORRIDORS
	ALDERMANIC DISTRICT
	CITY OF SAVANNAH (OTHER ALDERMANIC DISTRICTS)

- 200 Feet from restaurant
- Public space require approval from Leisure Services.
- Rights-of-Way require approval from Traffic Engineering.

Application Process: Zoning



Example: Old Gas Station

- Identify Site
- Mapping Websites
 - Google Earth
 - Google Maps
 - SAGIS
- Zoning Information Request (Recommended)
- Location Approval Application



Application Process: Zoning

- Step 1: Go City Website **Home > Development > Zoning > Food Trucks**
- Step 2: Zoning Information Request (Recommended)
- Step 3: Location Approval Application

CITY OF savannah

HOME COMMUNITY BUSINESS DEVELOPMENT GOVERNMENT VISITORS

Search Us...

Food Trucks

Zoning Ordinance

Zoning Map

Zoning District Information Sheets

Applications and Forms

Sign Information

Zoning Staff Contact Information

311 SERVICE REQUEST

SGTV

CONNECT WITH US


FORMS & PAYMENTS

Home > Development > Zoning > Food Trucks

Food Trucks

Savannah City Council passed the **Mobile Food Service Unit** (food truck) ordinance on August 18, 2016. The goal of the Food Truck Ordinance is to provide regulations that are fair, ensure that persons vending on private property do not impede on public space, provide a variety of goods, services, and economic opportunities to the community at large, and encourage active street level activity to enhance the urban environment.

- [Read the approved Mobile Food Service Unit Ordinance](#)



Food Truck Meeting September 14

A Food Truck Roll-out meeting is scheduled for Wednesday, September 14 at 6 p.m. in the Traub Room at the Savannah Civic Center. The community is invited to attend the meeting to learn about the application process, rules and regulations surrounding the new Food Truck Program. Applications for **Mobile Food Service Unit Location Approval** will be accepted starting Friday, September 16th at City of Savannah Development Services at 5515 Abercorn Street.

Mobile Food Service Unit City Approval

Applications for Mobile Food Service Unit Location Approval will be accepted starting Friday, September 16th at City of Savannah Development Services at 5515 Abercorn Street.

Mobile Food Service Units (food trucks/push carts) must get approval from the City on an annual basis and pay a \$150 fee per year.

- [Mobile Food Service Unit Location Approval Application](#)

Mobile Food Service Units (MFSUs) must submit the application whether they are interested in public property sites, private property sites, or both. Each private property location must get a separate approval. Five private property locations may be included on the initial application to the City. An MFSU must also obtain a Mobile Food Service Unit Permit from the Chatham County Health Department prior to operation.

Prior to submitting an application for Location Approval, and prior to signing a lease agreement with a property owner, please submit a **Zoning Information Request (ZIR) Form** to determine if the property you are considering is in an area that will allow MFSUs.

For more information, please contact Shane Corbin, City Zoning Administrator, at [email](#) or (912) 651-6530 ext. 1848.



- Project Address: Food Trucks
- PIN: Blank
- Fill out contact information
- Question: Up to 5 locations
- Zoning will respond within 5 business days
- Use ZIR results for the Location Approval Application

14

Application Process: Zoning

- Applications at Development Services
5515 Abercorn St, Savannah, GA
912-651-6530

- Basic Information
 - Name
 - Address
 - Contact Info
 - Base of Operation

\$150.00 Annual Fee
Based on Calendar Year



Mobile Food Service Unit Location Approval Application

◊ This form must be submitted to Development Services and approved prior to obtaining a City of Savannah Business Tax Certificate or a Chatham County Health Department Mobile Food Service Unit Permit. Contact the Zoning Office at (912) 651-6510 for assistance. Submit application via fax (912) 651-6543 or in person at 5515 Abercorn Street (31405).

◊ MFSU Location Approvals expire on December 31st of each calendar year. Unless otherwise requested, applications will be processed for the current calendar year.

APPLICATION DATE: _____

☐ New Approval ☐ Renewal

Applicant Information

Name of Business Owner (s): _____

Phone Number (s): _____

Email Address (s): _____

Primary Owner's Address: _____

Business Information

Base of Operation Name: _____

Base of Operation Physical Address: _____

Base of Operation Phone Number: _____ Business Email: _____

Transportation Type: ☐ Food Truck ☐ Push Cart

Name printed on Food Truck or Push Cart: _____

Vehicle Make, Model and Year (If applicable): _____ License Plate#: _____

Cart Brand Name and Model Number (If applicable): _____

Type of business (brief description of goods being sold):

Application Process: Zoning

- 5 Requested Site Locations with days and hours of operation
- Checklist
 - Tax Certification for Base of Operation
 - Health Dept. Certificate for the Base of Operation
 - Fire Department Inspection
 - Motor Vehicle Registration
 - Driver's License
 - Photo of Unit
 - Lease Agreement (Approval Contingent On)
 - Sketch Plan Illustrating Site Layout

Proposed Location(s) for Mobile Food Service Unit - For more locations, use the Supplemental Form			Office Use ONLY
1) Location and Address <input type="checkbox"/> Private Property <input type="checkbox"/> Public Property	Operating Hours: _____ to _____ <input type="checkbox"/> MON <input type="checkbox"/> TUES <input type="checkbox"/> WED <input type="checkbox"/> THUR <input type="checkbox"/> FRI <input type="checkbox"/> SAT <input type="checkbox"/> SUN	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	
2) Location and Address <input type="checkbox"/> Private Property <input type="checkbox"/> Public Property	Operating Hours: _____ to _____ <input type="checkbox"/> MON <input type="checkbox"/> TUES <input type="checkbox"/> WED <input type="checkbox"/> THUR <input type="checkbox"/> FRI <input type="checkbox"/> SAT <input type="checkbox"/> SUN	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	
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4) Location and Address <input type="checkbox"/> Private Property <input type="checkbox"/> Public Property	Operating Hours: _____ to _____ <input type="checkbox"/> MON <input type="checkbox"/> TUES <input type="checkbox"/> WED <input type="checkbox"/> THUR <input type="checkbox"/> FRI <input type="checkbox"/> SAT <input type="checkbox"/> SUN	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	
5) Location and Address <input type="checkbox"/> Private Property <input type="checkbox"/> Public Property	Operating Hours: _____ to _____ <input type="checkbox"/> MON <input type="checkbox"/> TUES <input type="checkbox"/> WED <input type="checkbox"/> THUR <input type="checkbox"/> FRI <input type="checkbox"/> SAT <input type="checkbox"/> SUN	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	

Required Documentation and Licenses

The below documentation is required to qualify for a Mobile Food Service Unit Location Approval and must be submitted along with application.

☐ Business Tax Certificate for Base of Operations, or if located outside City limits, evidence of licensing in the Base of Operation's home jurisdiction, if applicable

☐ Health Department Permit and Inspection Certificate for Base of Operations, if applicable

☐ City of Savannah Fire Department Inspection—Contact the Fire Marshal at (912) 644-5960 to schedule an inspection

☐ Georgia Motor Vehicle Registration

☐ Georgia Motor Vehicle Driver's License

☐ Recent photograph of Food Truck or Push Cart

☐ Fully Executed copy of Lease Agreement for each proposed operating location

☐ Sketch Plan(s) for each location illustrating the location of the MFSU, pedestrian clearance, any temporary seating, and other dimensional requirements

Applicant's Statement of Compliance

By signing below, I acknowledge I have read, understand and agree to comply with the City of Savannah Code of Ordinances for the operation of a Mobile Food Service Unit and all other state laws and policies governing Mobile Food Service Units. I further acknowledge and understand I must obtain and have available at all times proof of private property owner approval to operate on private property.

Print Name of Applicant _____

Signature _____

Date _____

OFFICIAL STAFF USE ONLY	
Approval Effective date: _____	MFSU Fee \$ <u>150.00</u>
Approval Expiration date: _____	Total Paid \$ _____
Reviewed by Development Services Staff Initial: _____	Check /MO #: _____
Review Completed on _____/_____/_____	

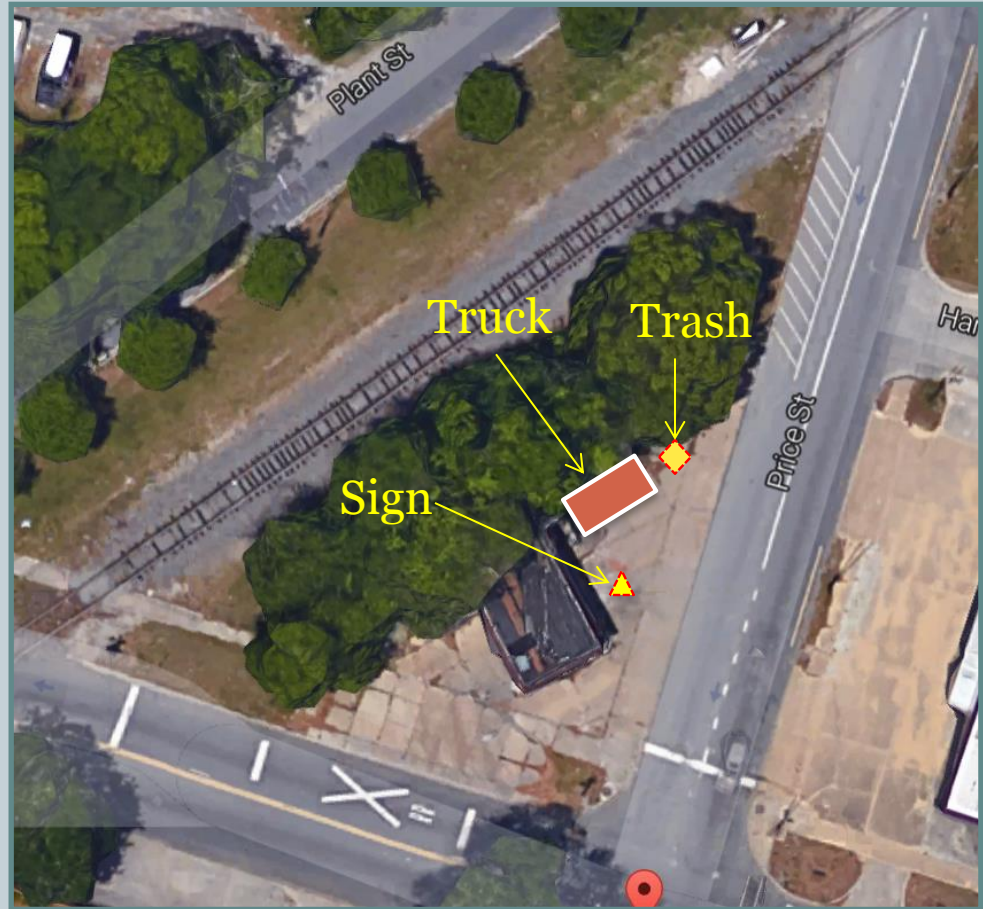
Revised 8/15/16

5515 ABERCORN STREET, P.O. BOX 1024, SAVANNAH, GA 31402
PHONE: 912.651.6530 TDD: 651.6702 FAX: 651.6543 SAVANNAHGA.GOV

Page 2 of 2

Application Process: Zoning

- Print Aerial
- General Sketch
Layout
 - Truck Location
 - Trash
 - Signage
- Submit with Application or Supplemental Form



Application Process: Zoning

- Site Analysis
 - Zoning
 - Private
 - Public
 - Restaurants
 - Sight Triangle

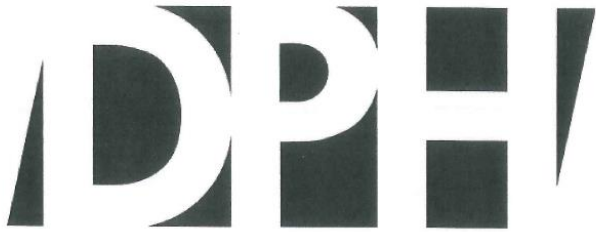


Not applicable for locations on public right-of-way.

Application Process: Health Dept.



PERMIT APPLICATION FOR
MOBILE/EXTENDED FOOD SERVICE UNITS




Georgia Department of Public Health

PERMIT APPLICATION FOR
MOBILE/EXTENDED FOOD SERVICE UNITS

Page 1 of 6

Revised 11/13/2015

**Georgia Department of Public Health**

PERMIT APPLICATION FOOD SERVICE ESTABLISHMENTS
AND MOBILE FOOD SERVICE BASE OF OPERATIONS

OPERATIONAL INFORMATION

Type of Service (check all that apply):

Sit Down Meals ☐ Drive-thru ☐ Take Out ☐ Catering ☐
Mobile unit ☐ Delivery ☐ Online ☐ Other _____

Total number of Managers (have supervisory/management responsibility) which are certified in Food Safety _____

Please enclose the following documents:

- ☐ Proposed Menu (including seasonal, off-site and banquet menus)
- ☐ Manufacturer Specification sheets for each piece of equipment shown on the plan (include hot water heater specifications)
- ☐ Site plan showing location of business in building; location of building on site including alleys, streets; and location of any outside equipment (dumpsters, well, septic system - if applicable)
- ☐ Plan (drawn to scale) of food establishment showing location of equipment, plumbing, electrical services and mechanical ventilation
- ☐ Equipment schedule
- ☐ Water supply
- ☐ Complies with all other provisions of laws that apply to the location, construction and maintenance of food service establishments and the safety of persons therein


(USE ADDITIONAL PAPER AS NEEDED)

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Application Process: Health Dept.



EXAMPLE

 **GEORGIA DEPARTMENT OF PUBLIC HEALTH**
BRENDA FITZGERALD, M.D., COMMISSIONER

MOBILE FOOD SERVICE UNIT PERMIT

03/08/2013 FSP-025-001254
(DATE ISSUED) (PERMIT NUMBER)

A PERMIT IS HEREBY GRANTED TO

Scottishmac, Inc. to maintain and operate a mobile food service unit
(PERMIT HOLDER)

Name of Mobile Unit: _____
Molly McPherson's Pub and Grill (Mobile Unit)

Base of Operation: _____
Molly McPherson's Pub and Grill
(NAME OF BASE OF OPERATION)

Location of Base of Operation: _____
3742 S Hwy 17 RICHMOND HILL
(STREET, HIGHWAY, OR RFD) (CITY OR TOWN)

License Plate Number: _____

This permit signifies compliance on the date of issue with the Rules of the Georgia Department of Public Health pursuant to the
O.C.G.A. 26-2-373 et seq. and is valid until the permit is suspended, revoked, or expires.

Issuing Official for County Board of Health

DISPLAY FOR PUBLIC VIEW - NOT TRANSFERABLE - PROPERTY OF THE HEALTH AUTHORITY

Public Right-of-Way Policy Highlights



Public Right-of-Way Vending- Section (VI.)

- Mobile Food Service Unit must list Mayor and Aldermen as an insurance certificate holder when operating on the public right-of-way
- Special events as determined by the City Manager or his/her designee

Proposed Public Right-of-Way Venues (Food Trucks):

- City-sponsored Food Truck Rodeo
- Daffin Park - 2016
- Downtown - 2016
- Other Facilities – 2017

Proposed Public Right-of-Way Venues (Push Carts):

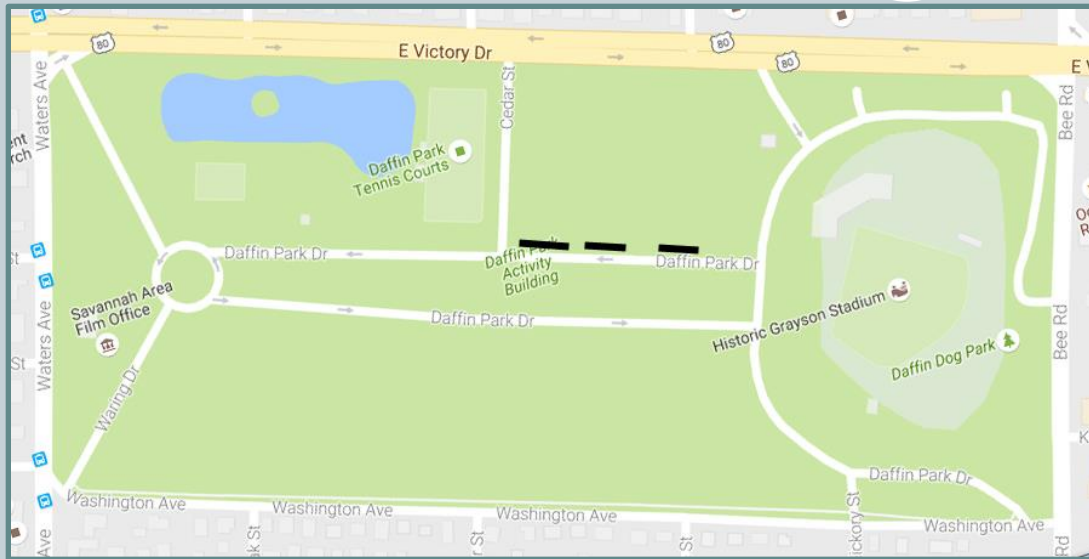
- Apply through Zoning
- Locations assigned through Revenue Department

Lottery System

- Local Preference
- Quarterly

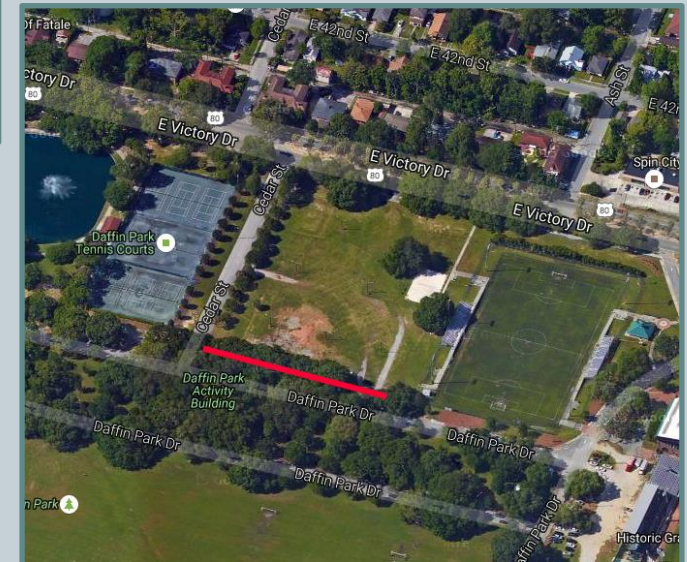


Daffin Park

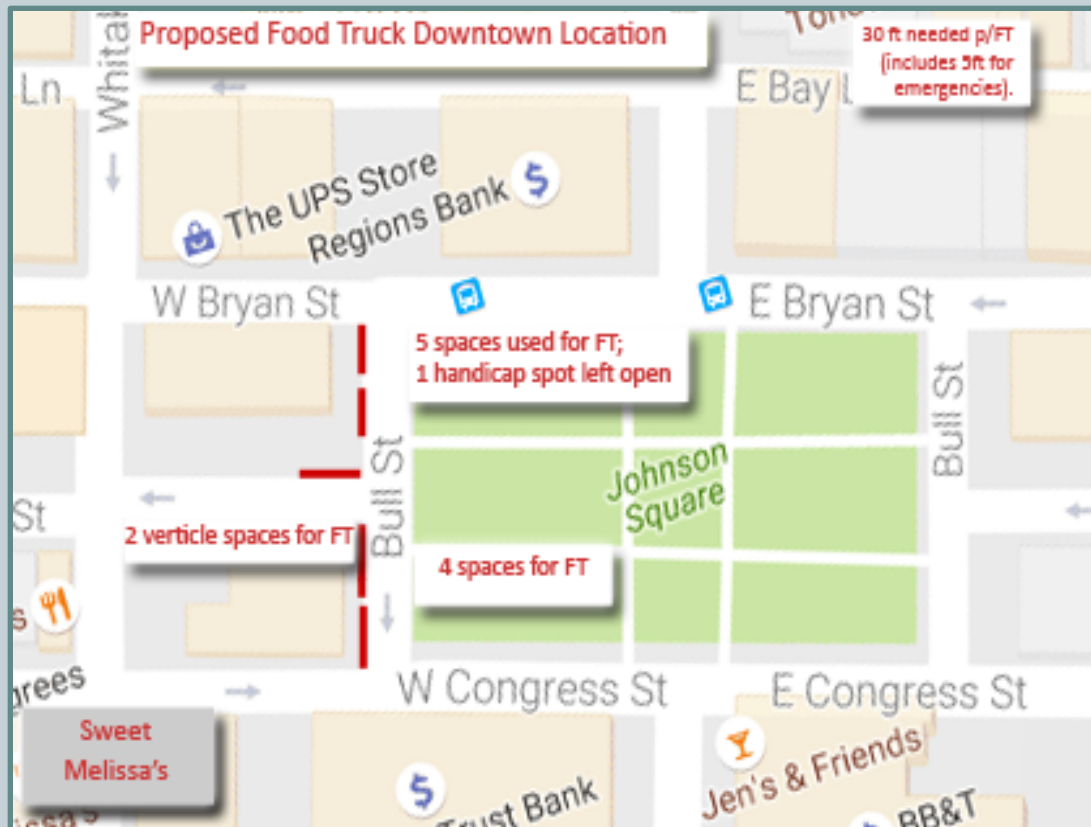


- 3 Locations
- Lottery Process

- 3 Timeslots
8AM-10AM
11AM-4PM
5PM-9PM
- Blackout dates apply



Downtown



- 5 Locations
- 11PM until 4AM
Thursday through
Saturday
- Quarterly Lottery
Process

Ordinance: Enforcement and Sanctions

Section 6-2709

- Citation for code violation and any other violation of the City Code shall be heard by the Chatham County Recorder's Court
- Violation fines:
 - First violation: \$500
 - Second violation within the 12 months following the first violation: \$750
 - Third violation within the 12 months following the first violation: \$1,000 and revocation of the mobile food service unit permit



Get Involved



Food Trucks



Question and Answer